



**Policy:** 2009  
**Procedure:** 2009.03  
**Chapter:** Human Resources  
**Rule:** Corrections Officer  
Promotional Register (DJ  
COPR)

**Effective:** 01/13/2006  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) DJ Corrections Officer Promotional Register (DJ COPR) procedure standardizes the development of promotional registers by recruiting, identifying, and selecting the top ranking candidates to fill, Youth Corrections Officer III, Youth Corrections Sergeant, Youth Corrections Lieutenant, Youth Program Officer III, Youth Program Supervisor, and other classifications as designated by the Agency Director. The DJ COPR registers shall be used to promote internal employees, prior to selecting/appointing an external candidate.

### **Index of Corrections Officer Promotional Register (DJ COPR):**

**Recruitment And Applicant Evaluation**  
**Written Examination Development And Approval**  
**Study Guides**  
**Written Examination Cut Off Score**  
**Oral Board Examination Development And Approval**  
**Oral Board Examination Administration And Cut Off Score**  
**Performance Evaluation**  
**Promotional Register Development**  
**Employees Under Investigation**  
**Voluntary Pay Grade Decrease (VPGD)**  
**Intra-Agency Transfer**  
**Job Offers And Appointments**  
**Register Maintenance**  
**Security Of Examinations And Related Material**  
**Review Of Written Examination Results**  
**Examination Attendance**

### **Rules:**

#### **1. Recruitment And Applicant Evaluation:**

- a. The **ADJC HUMAN RESOURCE (HR) ADMINISTRATOR OR DESIGNEE** shall ensure that discussions are held with the Secure School Assistant Director and if necessary, the Director, to determine the evaluation criteria and procedures to be utilized when evaluating all applicants for the designated classifications under the DJ COPR program;
- b. General requirements for classifications shall include:
  - i. Pre-placement physical examination;
  - ii. Criminal background investigation, Arizona Criminal Justice Information System (ACJIS), and the Federal Bureau of Investigation (FBI);
  - iii. Employment/reference checks (current supervisor).
- c. Additional to the knowledge, skills, and abilities (KSA), additional evaluation techniques may consist of one or more of the following:
  - i. Selective Requirements, as supported by a current position description questionnaire;
  - ii. Written examination;
  - iii. Oral board examination;
  - iv. Assessment Center;
  - v. Performance Appraisal for State Employees (PASE);
  - vi. Official Personnel file review;

- vii. Other acceptable job related evaluation techniques, as approved by the Arizona Department of Administration (ADOA) Employment Manager or designee.
- d. The **ADJC EMPLOYMENT ANALYST** shall develop job announcements which identify the KSA, minimum qualifications, and all other selection criteria;
- e. The **EMPLOYMENT ANALYST** shall announce and fill positions requiring specialized KSA, education, and/or experience in compliance with the ADOA rules and ADJC Panel/Oral Board Interviews Procedure 2009.01;
- f. Formal Discipline: The **EMPLOYMENT UNIT MANAGER/EMPLOYMENT ANALYST** shall ensure that an employee who has received formal discipline within 12 months of a posted announcement closing date is excluded for consideration until one year from the effective date of the discipline.

2. **Written Examination Development And Approval:**

- a. The **EMPLOYMENT UNIT MANAGER** shall ensure the use of Subject Matter Experts to assist in developing selection components and scoring criteria, when appropriate;
- b. The **EMPLOYMENT UNIT MANAGER** shall ensure Subject Matter Experts are in the same classification or at least one grade level higher than the classification for which the selection component is being developed;
- c. The **EMPLOYMENT UNIT MANAGER** shall ensure written examinations are developed from one or more of the following job related and widely known sources:
  - i. ADJC Policies and Procedures;
  - ii. Department handbooks, manuals, and other job-related documents;
  - iii. The Arizona State Personnel Rules;
  - iv. Other acceptable job-related professional material.
- d. Prior to use, the **RESPECTIVE DIVISION ASSISTANT DIRECTOR, DEPUTY DIRECTOR, OR DESIGNEE** shall:
  - i. Review the written examination questions and selection process components; and
  - ii. Forward feedback regarding the written examination questions to the ADJC Human Resource Administrator or designee;
  - iii. The **ADJC HUMAN RESOURCE (HR) ADMINISTRATOR OR DESIGNEE** shall forward the written examination questions and selection process components to the ADOA Selection/Testing Manager for review and final approval;
  - iv. Prior to use the **RESPECTIVE DIVISION ASSISTANT DIRECTOR, DEPUTY DIRECTOR OR DESIGNEE** shall:
    - (1) Review the written examination questions and selection process components; and
    - (2) Forward feedback regarding the written examination questions to the ADJC Human Resource Administrator or designee;
    - (3) The **ADJC HUMAN RESOURCE (HR) ADMINISTRATOR OR DESIGNEE** shall forward the written examination questions and selection process components to the ADOA Selection/Testing Manager for review and final approval.

3. **Study Guides:**

- a. The **EMPLOYMENT ANALYST** shall ensure the timely distribution of the study guides, as available, for written examinations to qualified applicants prior to the examination;
- b. Study guides may be placed on the agency intranet;
- c. **QUALIFIED APPLICANTS** shall return the original and unmarked study guide to the Employment Analyst or designee on the day of the examination in order to participate in the testing.

4. **Written Examination Cut Off Score:**

- a. In consultation with the ADOA Selection/Testing Manager, the **HUMAN RESOURCE ADMINISTRATOR OR DESIGNEE** shall determine the passing cut off score;
- b. The **EMPLOYMENT ANALYST** shall invite applicants achieving a passing score on the written exam to the Oral Board Examination;

- c. The **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall ensure that applicants applying for reinstatement are not required to retake the written and/or performance examination if the requirements of the class have not changed or are not different from the class from which they separated, in accordance with A.A.C. R2-5-203, D. 4.

5. **Oral Board Examination Development And Approval:**

- a. The **EMPLOYMENT UNIT MANAGER** shall ensure that oral board examinations are developed using only job related behavioral, and/or situational, and non-discriminatory questions;
- b. The respective division **ASSISTANT DIRECTOR, DEPUTY DIRECTOR, OR DESIGNEE** shall review the oral board examination questions and shall forward them to the Human Resources Administrator or designee for review and final approval.

6. **Oral Board Panel Make Up And Process:**

- a. The **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall ensure the Oral Board Panel consists of:
  - i. A minimum of three oral board members;
  - ii. A minority female representative, whenever possible;
  - iii. Members are at least one pay-grade level higher than the announced classification. An **ORAL BOARD MEMBER WHO WORKS OUTSIDE THE DEPARTMENT** shall be the equivalent to at least one pay grade higher than the announced classification.
- b. The **EMPLOYMENT ANALYST OR DESIGNEE** shall ensure oral board examinations are held in a quiet and private location free from interruptions. Prior to the oral board the **EMPLOYMENT ANALYST OR DESIGNEE** shall:
  - i. Set up the location for the examination;
  - ii. Provide the panel members a schedule of the candidates; and
  - iii. Brief the panel members on the:
    - (1) Questions;
    - (2) Scoring criteria; and
    - (3) Method of evaluation.
- c. Panel Member/Candidate Conflict: A **PANEL MEMBER** shall not participate in the interview of a candidate when a conflict of interest exists.
  - i. Conflict of interest shall include, but shall not be limited to:
    - (1) A panel member who has been directly involved in a disciplinary action that was recommended or taken against a candidate;
    - (2) A panel member who has a personal friendship with or is related to a candidate, or anytime the panel member believes he/she cannot objectively rate the candidate.
  - ii. Prior to the beginning of the interview process a **CANDIDATE** shall complete the Candidate Declaration Sheet to affirm and/or exclude a board member.
    - (1) If a candidate requests the disqualification of a panel member, the **CHAIRPERSON** shall make the decision if a conflict of interest exists.
  - iii. The **CHAIRPERSON** shall excuse the panel member with whom there is the conflict of interest from the interview and shall write "Conflict of Interest" on the grading sheet;
  - iv. The **OTHER PANEL MEMBERS** shall interview and evaluate the candidate. The scores of the remaining panel members shall be averaged and used to evaluate the candidate.

7. **Oral Board Examination Administration And Cut Off Score:**

- a. The **INTERVIEW PANEL MEMBERS** shall administer and score the oral board examination by:
  - i. Asking the candidates the same questions and completing the same test exercises and if used, in the same order;
  - ii. Scoring based on pre-established scoring criteria;

- iii. Writing a brief job related summary of each candidate's response to questions and indicate the score given to each candidate on each question or exercise on the grading sheet;
- iv. Submitting all oral board examination grading sheets and any accompanying documents/work sheets to the Employment Unit Analyst.
- b. At the conclusion of the oral board examination, the **INTERVIEW PANEL MEMBERS** shall ensure the candidates are:
  - i. Given the opportunity to ask questions regarding the positions and the selection process;
  - ii. Directed not to discuss question content with other Department employee's/applicant's during or at any time following the oral board examination;
  - iii. Advised that they will be notified of the results by the Employment Unit.
- c. **HIRING AUTHORITIES, ORAL BOARD PANEL MEMBERS, AND CANDIDATES** shall refrain from discussing or sharing any confidential information gained through their participation in the hiring process;
- d. The **HUMAN RESOURCE ADMINISTRATOR OR DESIGNEE, IN CONSULTATION WITH THE ADOA SELECTION/TESTING MANAGER** shall determine the passing cut off score.

8. **Performance Evaluation:**

- a. The **EMPLOYMENT ANALYST OR DESIGNEE** shall calculate the performance evaluation scores of the candidates achieving a passing score on the oral board examination as follows:
  - i. The average score of the three most recent performance evaluations received within 24 months before the date of the written and oral examination; or
  - ii. The average score of the most recent performance evaluations received within 24 months before the date of the written and oral examination; or
  - iii. If a candidate did not receive a performance evaluation within the prescribed 24 months before the date of the written and oral examination, the candidate shall receive a default score of 3.00.
- b. **CANDIDATES** shall achieve a minimum overall average score of 3.00 to be eligible to be placed on the promotional register.

9. **Promotional Register Development:**

- a. The **EMPLOYMENT ANALYST** shall determine a candidate's placement on the DJ COPR based on the overall and combined scores received on the written and oral board examinations and the performance evaluation(s);
- b. When two or more candidates have the same total combined score, the **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall determine the placement on the promotional register using the following criteria and order:
  - i. Time in service in the Department of Juvenile Corrections;
  - ii. Time in Arizona State Service;
  - iii. When all of the above criteria are equal among the two or more candidates, the **EMPLOYMENT UNIT MANAGER** shall break the tie by lot.

10. **Employees Under Investigation:**

- a. The **EMPLOYMENT ANALYST OR DESIGNEE** shall provide the names of the candidates on the promotional register to the Internal Affairs Unit Administrator or designee;
- b. The **INTERNAL AFFAIRS UNIT ADMINISTRATOR OR DESIGNEE** shall notify the Employment Unit Manager or designee, if any candidate is currently under investigation or comes under investigation during the life of the register;
- c. The **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall place job offers/appointments on hold, when notified by the Internal Affairs Unit that a candidate is under investigation.
  - i. The **CANDIDATE** shall remain on the register until the investigation is completed;
  - ii. If the candidate is exonerated, the **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall offer the candidate the next available appointment in accordance with Job Offers, section 13;

- iii. If a candidate receives a formal disciplinary action during the life of the register, the **EMPLOYMENT UNIT MANAGER** shall ensure the immediate removal of the candidate from the register.

11. **Voluntary Pay Grade Decrease (VPGD):**

- a. An **ADJC PERMANENT STATUS EMPLOYEE INTERESTED IN TAKING A VPGD PROMOTIONAL REGISTER POSITION, INTO A SAME CLASS SERIES** shall:
  - i. Complete the Promotional Register Lateral Transfer/Voluntary Pay Grade Decrease Request Form (201701.B);
  - ii. Submit request to the Employment Analyst at any time.
- b. The **EMPLOYMENT ANALYST** shall not require the employee to participate in the testing and evaluation process, unless the requirements of the class have changed or are different from the class from which they are requesting a grade decrease;
- c. The **EMPLOYMENT ANALYST** shall provide the transfer request to the Support Services Assistant Director and the Safe Schools Assistant Director for review, consideration, and approval to proceed;
- d. Upon approval, the **EMPLOYMENT ANALYST** shall add the employee's name to the lateral transfer/VGDP register;
- e. An **ADJC PERMANENT STATUS EMPLOYEE IN A DIFFERENT CLASSIFICATION AND GRADE, WHO ARE INTERESTED IN TAKING VPGD INTO A PROMOTIONAL REGISTER POSITION**, shall submit a memo requesting a VPGD to the Employment Analyst handling the recruitment for the promotional register during the recruitment period;
- f. If the applicant meets the KSA for the announced position, the **EMPLOYMENT ANALYST** shall provide the VPGD request to the Support Services Assistant Director and the Safe Schools Assistant Director for their review, consideration, and approval:
  - i. If the applicant's VPGD request is approved, the **EMPLOYMENT ANALYST** shall ensure that the applicant is subject to the same remaining hiring process as the other applicants;
  - ii. Applicants successfully completing all components of the hiring process will be placed on the promotional register in ranking order with other candidates;
- g. When a job offer is accepted by an employee, the **EMPLOYMENT ANALYST** shall prepare a VPGD Acceptance Letter and ensure it is signed by the Safe Schools Assistant Director and issued to the employee.

12. **Intra-Agency Transfer:**

- a. An **EMPLOYEE** shall be in the same grade, title, and class and have obtained a permanent status and in good standing to be considered for a lateral transfer. An interested **EMPLOYEE WHO MEETS THESE REQUIREMENTS IN A LATERAL TRANSFER** shall:
  - i. Complete the Promotional Register Lateral Transfer/Voluntary Pay Grade Decrease Request Form (2017.01B) and submit it to the **Employment Analyst** at any time;
  - ii. The **EMPLOYMENT ANALYST** shall not require the employee to participate in the testing and evaluation process unless otherwise determined by the Human Resources Administrator or designee in conjunction with the Agency Director.
- b. The **EMPLOYMENT ANALYST** shall provide the transfer request to the Support Services Assistant Director and the Safe Schools Assistant Director for their review, consideration, and approval to proceed;
- c. Upon approval, the **EMPLOYMENT ANALYST** shall add the employee's name to the lateral transfer/VGPD register.
  - i. An **EMPLOYEE IN A DIFFERENT CLASSIFICATION AND SAME GRADE, AND IN AN ANNOUNCED PROMOTIONAL REGISTER SAME GRADE POSITION** shall:
    - (1) Apply during the recruitment period;
    - (2) Submit and complete the top section only of the Lateral Request Transfer Form (2017.01A);
    - (3) Submit the Lateral Transfer Request Form to the Employment Analyst handling the recruitment for the promotional register during the recruitment period.

- d. If the applicant meets the KSA for the announced position, the **EMPLOYMENT ANALYST** shall provide the transfer request to the Support Services Assistant Director and the Safe Schools Assistant Director for their review, consideration, and approval to proceed;
- e. If the transfer request is approved, the **EMPLOYMENT ANALYST** shall ensure that the applicant is subject to the same remaining hiring process as the other applicants;
- f. The **EMPLOYMENT ANALYST** shall place all applicants who successfully complete all components of the hiring process on the promotional register, in ranking order with other candidates;
- g. When a job offer is accepted by an employee, the **EMPLOYMENT ANALYST** shall:
  - i. Complete the Promotional Register Lateral Request Transfer; and
  - ii. Ensure it is:
    - (1) Signed by the Safe Schools Assistant Director; and
    - (2) Issued to the employee.

13. **Job Offers And Appointments:**

- a. The **EMPLOYMENT ANALYST** shall:
  - i. Make job offers/appointments once a completed and approved Request to Fill/Requisition for a vacant position is received;
  - ii. Make an offer to the top name on the lateral transfer/VPGD register, and progress downward until an employee accepts the offer;
  - iii. Make an offer to the highest scoring candidate on the register, and progress downward until a candidate accepts the offer if no one on the lateral transfer/VPGD register accepts the offer;
  - iv. Give the candidate two business days to accept or reject the job offer once an offer is made;
    - (1) Failure by a candidate to reply within the time limitation shall constitute a rejection of the job offer.
  - v. The **EMPLOYMENT ANALYST** shall place a candidate who declines a promotional job offer at the end of the register.
    - (1) A **CANDIDATE** may decline promotional job offers for positions outside of their normally assigned county, or county of residence, without losing their place on the register;
    - (2) A **CANDIDATE** may decline promotional job offers for limited status positions without losing their place on the register.
  - vi. When more than one vacancy exists in any single facility, the **EMPLOYMENT ANALYST** shall make job offers to a corresponding number of candidates. Placement in specific positions shall be at the discretion of the Superintendent/Program Administrator or designee.
- b. The **EMPLOYMENT ANALYST** shall coordinate and receive the acceptance of a job offer(s);
- c. The **EMPLOYMENT ANALYST OR DESIGNEE** shall coordinate the effective date of the appointment with the Hiring Authority.

14. **Register Maintenance:**

- a. The **EMPLOYMENT ANALYST** shall keep a register active for a period of six months, or until it no longer satisfies recruitment needs, whichever occurs first;
- b. The **HUMAN RESOURCES ADMINISTRATOR OR THE EMPLOYMENT UNIT MANAGER** shall extend registers, when necessary;
- c. The **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall maintain all DJ COPR materials and registers.

15. **Security Of Examinations And Related Material:**

- a. The **EMPLOYMENT UNIT MANAGER** shall ensure the security of all examinations and related materials used in the process of developing the DJ COPR and shall give access only to authorized personnel;

- b. **ADJC EMPLOYEES** who are in contact with examination materials during the development, preparation, distribution, administration, and scoring phases shall avoid breaches of confidentiality;
- c. The **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall ensure that measures are in place for the security and confidentiality of all study guides or examinations;
- d. An **EMPLOYMENT ANALYST OR DESIGNEE** shall calculate the scoring of an examination in a secure area with controlled access. The **EMPLOYMENT UNIT MANAGER OR DESIGNEE** shall ensure examination materials remain locked in a file cabinet, until the scoring process is complete;
- e. **EMPLOYEES** shall comply with the security of the examination and related material, failure to do so may result in appropriate disciplinary action.

**16. Review Of Written Examination Results:**

- a. Within 30 days of receiving notice of a score, a **CANDIDATE** may review their written test score by submitting a written request to the Employment Unit Manager;
- b. A **CANDIDATE** may inspect their answers to the written test to determine whether their answers are the same as the answers shown on the grading key for that test;
- c. Only **THE CANDIDATE OR THEIR REPRESENTATIVE** may inspect the test answers;
- d. A **CANDIDATE'S REPRESENTATIVE** shall provide written authorization from the candidate to inspect the test answers;
- e. A **CANDIDATE** may use the ADJC's Applicant Complaint Procedure 2018.03 for any complaints regarding the DJ COPR process;
- f. If a candidate's score is revised, the **EMPLOYMENT ANALYST** shall notify and place the candidate in the appropriate slot on the register based upon the final score.

**17. Examination Attendance:**

- a. The **EMPLOYEE'S SUPERVISOR** shall consider time an employee spends attending and taking written and/or oral board examinations as work hours, including:
  - i. A written and/or oral board examination attended on the employee's scheduled work day;
  - ii. A written and/or oral board examination attended on the employee's scheduled day off.
- b. **EMPLOYEES** shall notify, and coordinate the testing hours with their immediate supervisor in accordance with ADJC Attendance Verification Form Procedure 2101.13;
- c. **SUPERVISORS** shall permit employees to attend the written and oral board examinations, as scheduled/coordinated.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
01/09/06	Ana Glenn		